How to Nominate Using NAAS

This tutorial provides an overview of a typical Center award nomination. For more detailed instructions, please see the NAAS User Guide. The address for NAAS is https://naas.nasa.gov.

Figure 1 – Nominate page

Login and Browse to the NOMINATE page.

1. Login to NAAS using your WebTads login.
2. Select "NOMINATE" in the toolbar menu (located directly beneath the NAAS banner graphic); your screen should look similar to Figure 1.

Choose Award

3. Select an "Award Type" from the dropdown.
4. Select an "Award Title" from the dropdown.

Provide Nominator Information

5. Enter the last name, first name and email address of the nominator in the fields provided.

NAAS Frequently Asked Questions

What is NAAS?

The NASA Automated Awards System (NAAS) is a web-based application to easily initiate, review, approve, and monitor award submissions for both NASA-wide and local Center Awards.

If approved for access, NAAS can be accessed online at the following web address: https://naas.nasa.gov using the same user ID and password that you use to access WebTADS. (If you do not know your WebTADS user ID, contact your Center Human Resources office.)

What is the role of the NSSC in the awards process?

The NSSC provides administrative, clerical, and logistical support for the NASA awards program. Depending on the type of award, NSSC will print certificates, ship awards materials (i.e. plaques, framed certificates, medals, mementos), work with Centers on sending out call letters, input nominations into, and process awards through NAAS, and support awards ceremonies. Specific information on the role of NSSC can be found in the Service Delivery Guides.

Will there still be someone at my Center to contact regarding awards?

Yes, each NASA Center will retain an Awards Officer who will continue to perform duties related to Awards. If you do not know who your Awards Officer is, contact your Center Human Resources office.
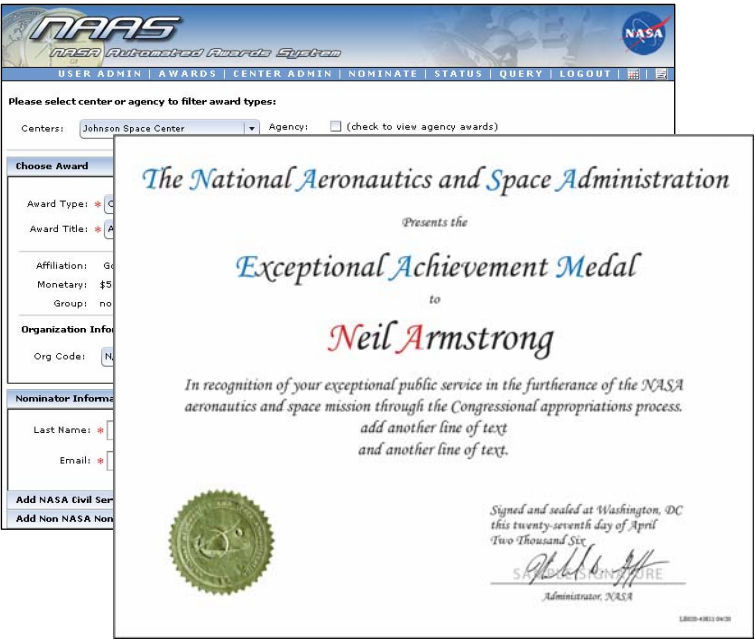
How do I receive NAAS access?

Center user access is maintained by the Awards Officer at your Center. NAAS does not contain any unique user IDs or passwords, these items are the same as those used by civil servants to access WebTADS.

NASA Automated Awards System

Reward at the click of a button!

https://naas.nasa.gov

The NASA Automated Awards System (NAAS) is a web-based application designed to standardize and automate the awards process from nomination to recognition.

Figure 2 – Add NASA Civil Servants

Select Nominees

6. Select the "Add NASA Civil Servants" box; your screen should look similar to Figure 2.
7. Search using UUPIC or first or last name.
8. Locate the civil servant you'd like to nominate in the "Nominee Search Results" table.
9. Select and drag the appropriate row from the "Nominate Search Results" table to the "Added NASA Civil Servant Nominees" table.

Specify Routing and Approval Information

10. Select the "Routing and Approval" box; your screen should look similar to Figure 3.
11. Locate the NASA employee who should review/approve the nomination in the "Reviewers/Approver" list on the left.
12. Select and drag the appropriate reviewer/approver to the "Added Reviewers/Approver" list on the right.
13. Repeat steps 11 and 12 as needed. The final reviewer will effectively be the approver.

Figure 3 – Routing and Approval

Provide Citation and Justification

14. Select the "Award Detail Information" box; your screen should look similar to Figure 4.
15. Enter a citation in the "Citation" text box.
16. Enter a justification in the "Justification" text box.

Figure 4 – Award Detail Information

Submit Award for Consideration

17. Review all your entries.
18. Select the "Submit" button in the bottom right corner of the page.

How to Review/Approve a Nomination

This tutorial provides an overview of a typical Center award review or approval. For more detailed instructions, please see the NAAS User Guide. **Reviewing and/or approving an award nomination does not require a NAAS login.** Instead, a manager or supervisor that is identified in a nomination routing is notified by e-mail when it is time for their input. The process should occur as follows.

1. As reviewer or approver, at the appropriate time you will receive an e-mail message explaining that your action is required on a given nomination.
2. Select the link provided in the e-mail message or cut and paste the URL into your browser location toolbar; your screen should look similar to Figure 5 (the page will differ slightly if you are the final reviewer in the routing, also known as the approver).

Figure 5 – Center Reviewer action page

3. Review the contents of the nomination.
4. Select the appropriate radio button based on your decision and enter any desired or required comments.
5. Select the "Send" button to submit your input.